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Form B.T.—

Development (1948) Department

M. SERIES.

G.O. No. 3547

Dated 2.7.1948

[Despatch Abstract.]

Officers - Indian Administration Service - Probationers - Visit to Provincial Head quarters - Outlines of talks relating to Development Department - papers recorded.

No.VI-4/IAS/48-8259
Government of India, Ministry of Home Affairs, Indian Administrative Service Training School, Metcalfe House Hutments, Delhi, 13th February 1948.

From

M.J. Desai Esq., CIE. ICS.,
Principal.

To

All Chief Secretaries of Provincial Governments.

Sir,

I have the honour to refer to the visit of the Indian Addministrative Service probationers to provincial headquarters during the vacation in June-July 1947 and to the programme of training at Provincial Headquarters arranged for them and to state that from the discussions I had with the probationers and the officers from the School who accompanied them, I find that the probationers appreciated this opportunity given to them to acquaint themselves with the machinery of the Provincial Governments at the headquarters and the broad outlines of policy on the current problems occupying the attention of the Provincial Governments. Some probationers were so enthusiastic that they wanted this training to be spread over a longer period and in greater detail.

2. I have reviewed in detail the programmes arranged by various Provincial Governments and as this part of the training during the vacation satisfied a very important need, I am attaching herewith a skeleton model programme which may be adopted with such modifications as the Provincial Government may consider desirable for the next programme to be arranged in June, or July 1948. I would add that the ;robationers will derive greater benefit from this training if the officers in the Provincial Secretariat, who are to handle the various aspects of the training, are given advance intimation to prepare the outlines of their talks and to collect the relevant literature, so that copies of the outlines of the talks and the relevant manuals etc. can be handed over to the probationers to enable them to read through these at leisure during the vacation and to discuss the various problems and the varying organizational practices with probationers of other Provinces during their second term at the school.

PROGRAMME.

OBJECT.

The purpose of the visit of I.A.S. probationers for training at provincial headquarters during the vacation is to get a working knowledge of the organization of the Provincial Government at headquarters and in one of the districts in he vicinity. Apart from the duties that the I.A.S. officer has to perform in his own field, he has to co-ordinate the work of various departments in the general development programme and he must therefore know.

(1) the composition of the political executive, the main lines of policy and, by a visit to the Legislature, if in session, see how the political executive puts across its policy to the Legislature;

(2) the organization of the executive into departments of Ministries, the subjects assisgned to each and the current problems and future programme in each field;

(3) the internal organisation of each department from the Secretariat down to the village and the methods and organisation by which the policy and programme adopted at he top are translated into practice.

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DETAILED PROGRAMME.

First Day; Chief Secretary or his nominees.

Call on Chief Secretary. Here receive a chart showing the organisation of the Secretariat, the names of departments and the subjects assigned to each and a list of H.Ms and the departments or subjects in the portfolio of each H.M. Chief Secretary or an officer from his department nominated by him may briefly explain the general secretariat organisation and the functions of the department under the Chief Secretary's direct charge, the main lines of policy and current problems in relation to the subjects in the department to be indicated along with a list of relevant literature. Sufficient copies of the outline of the talk and of Government publications referred to be kept ready for handing over to the probationers. The same officer may also introduce the probationers to secretariat organisation and office procedure and give copies of Secretariat instructions governing the receipt and disposal of correspondence in the Secretariat.

Second Day. Call on H.Pr. and H.Ms.

3rd and 4th day - Secretary, Revenue Dept. or his nominees.

The probatinners will be given a chart showing the organisation of the Revenue Department, with details of staff at the provincial, divisional, district, taluka and village stage in each department. The probationers will be given copies of the outline of the talks and also copies of the relevant Acts, rules and Maduals referred to in the talks.

A short two-hour talk on the principal Land Revenue, Tenancy Excise, Forest and other Acts and the system of agrarian economy, followed by another on the leading current problems of the various departments. Talks under each section may be split up and taken up the general framework prepared and approved by the Secretary of the department.

5th day - Secretary, Home Dept. or his nominees.

The probationers will be given a chart showing the organisation of the various departments administered by the Home Department, with details of staff at the provincial, divisional, district, taluka and village stage in each department. The probationers will be given copies of the outlines of the taluks prepared in advance and also copies of the relevant Acts, rules and manuals referred to in the talks.

6th day - Secretary, Agriculture, Reconstruction or Development Depot or his nominees.

The probationers will be given a chart showing the organisation of the various departments, with details of ataff at the provincial divisional, district, taluks and village stage in each department. The probatiners will be given copies of the outlines of the lalks propared in advance and also copies of the relevant Act, rules and manuals referred to in the talks.

The talks will cover the administration of civil and criminal justice, the organisation of police, the functions of magistrates, jail administration, administration of criminal tribes, etc. and leading courrent problems and future policy indicated under each subject.

A talk on the programme of agricultural and vatorinary development, land tonures, the position of cattage industries, rural trade and marketing and the current leading problems and future policy under each head.

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7th day - Secretary, Civil Supplies Dept. or his nominies

The probationers will be given a chart showing the organisation of the various departments administered by the Civil Supplies Department, with details of staff at the Provincial, divisional, district, taluka and village stage in each department. The probationers will also be given copies of the outlines of the talk prepared in advance and also copies of the relevant Acts, rules and manuals referred to in the talks.

While there will be no detailed Acts and rules, the general programme of administration of controls, the legal authority therefor and the future policy regarding integrating controls of gradual decontrol will be indicated, as also the functions of the various district and divisional officers in the administration of the Civil Supplies Department.

8th day - Secretary, Education, Local Self-Government or Industries Dept. of his nominees.

The probationers will be given a charg showing the organisation of the various departments, with details of staff at the provincial, divisional, district, taluka and village stage in each department. The probationers will be given copies of the outlines of the talks prepared in advance and also copies of the relevant Acts, rules and manuals referred to in the talks.

Current position regarding education and health programmes, the sphere of the Provincial Government and local self-governing bodies in both these actigites and the future programme may be indicated. As regards industries, these not included under cottage industries may be dealt with here, along with the current lines of Government policy regarding regional location of industries, the extent of Government aid, encouragement or regulating of such industries, the lines of labour policy and the manner in whch Government secures fair treatment to labour while dealing with industrial concerns.

9th day - Secretary, Public Works Department or his nominees.

The probationers will be given a chart showing the organisation of the various departments administered by the Public Works Department, with details of staff at the provincial, divisional, district, taluka and village stage in each department. The probationers will be given copies of the outlines of the talks prepared in advance and also copies of the relevant Acts, rules and manuals referred to in the talks.

Government's programme regarding road development, railroad co-opdination and attitude on questions like nationalisation of road transport to be indicated in the talks. As most of the agricultural development programmes are ultimately dependent upon irrigation, existing irrigation facilities and new projects, whether pure irrigation projects or multi-purpose power cum irrigation projects to be indicated.

10th day. Visit to the nearest district headquarters.

Collector or a senior o ficer nominated by him to show the probationers round and give a note prepared in advance on organisation and functions of the various district offices, not merely those under the Collector but all district offices pertaining to various departments with which the collector is concorned. The senior official in charge of each office will explain how the policy and programme indicated in the Secretariat talks and are being translated into practice at the district end. For this purpose the district officials concerned may bo given in advance copies of the outlines of the talk proposed to be given in each Secretariat Department.

P.T.O.

11 day.

Visit to a ~~fin~~ fairly representative village accompanied by a senior Deputy Collector of S.D.O who will explain the village administration, the various records dept in the village, the method of revenue collection, the administration of village police and the manner in which the work of various development departments is carried out in the village by the departmental agencies stationed either in the village or at taluka headquarters.

12. Day

Call on H.P.M. and H.Ms. to say good-bye. If Legislative Assembly is in session during any time of this period, the officers will attend either morning afternoon sessions as may be arranged.

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ORGANISATION OF AND SUBJECTS DEALT WITH IN THE DEVELOPMENT DEPARTMENT.

The following subjects are dealt with in the Development Department:-

1. Agriculture
2. Co-operative Societies
3. Forests
4. Industries
5. Animal Husbandry
6. Fisheries
7. Marketing and Rural Development
8. Rural Indebtedness
9. Weights and Measures
10. Money lenders and Money lending
11. Sugarcane prices.
12. Mines and minerals
13. Cinchona
14. Companies
15. Newsprint and Paper Control
16. Inron and Steel, Nonferrous metals and coal controls
17. Textiles
18. Labour
19. Harijan Uplift
20. Resettlement
21. Planning and Development

2. The work relating to the various subjects mentioned above is dealt with by the Secretary, Joint Secretary and Deputy Secretary of the Department who are assisted by six Assistant Secretaries. The Appendix attached to this Note shows the subject dealt with by the Secretary, Deputy Secretary and Assistant Secretaries. The staff consists of 31 Superintendents; 69 Upper Division Clerks; 25 Lower Division Clerks; 37 Typists and Stenotypists; 4 attenders; 1 Duffadar and 34 peons.

It will be seen that all the nation building departments are under this Department. We have under our administrative control the following heads of Departments:-

1. Director of Agriculture
2. Director of Animal Husbandry
3. Director of Industries and Commerce (Including Fisheries)
4. Chief Conservator of Forests
5. Registrar of Co-operative Societies
6. Director of Cinchona
7. Registrar of Joint Stock Companies
8. Director of Controlled Commodities
9. Commissioner of Labour
10. Board of Revenue.

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We also deal with Planning and Development and such new subjects as "Housing'. This is an expanding department and the subjects are varied and required specilised study.

APPENDIX.

SUBJECTS DEALT WITH BY VARIOUS OFFICERS.

SECRETARY

Establishments relating Development Department.
Resettlement relating to Labour.
Soldiers, Sailors, and Airmen Board.
Labour (Agricultural and Industrial)
Planning and Development and Compilation of Industrial Dossier.
Industries.
Mines and Minerals.
Companies.
Newsprint and Paper Control.
Iron and Steel, Nonferrous metals and coal control.
Forests.
Harijan uplift.
Cinchona.

DEPUTY SECRETARY

Resettlement relating to Cooperation..
Textiles.
Cooperation.
Agriculture and Grow More Food.
Animal Husbandry.
Fisheries.
Marketing and Rural Development.
Rural Indebtedness.
Weights and Measures.
Money lenders and Money lending.
Sugarcane prices.

ASSISTANT SECRETARY.

Agriculture.
Grow More Food.
General Papers.

ASSISTANT SECRETARY II.

Establishment relating to Development
Companies.
Forests.
Veterinary.
Marketing and Rural Development.
Rural Indebtedness.

ASSISTANT SECRETARY III

Weights and Measures.
Money lenders and Money lending.
Sugarcane prices.
Cinchona.

ASSISTANT SECRETARY IV.

Planning and Development and Compilation Industrial Dessier.

ASSISTANT SECRETARY V.

Resettlement relating to Labour.
Labour.
Iron and Steel and Nonferrous Metals Control.
Harijan Uplift.

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ASSISTANT SECRETARY VI.

Industries including Sericulture.
Textiles.
Newsparint and Paper Control.
Fisheries.
Civil Supplies, Meat, Milk and Livestock

ASSISTANT SECRETARY I.

Resettlement relating to Co-operation.
Mines and Minerals.
Co-operation.

LIST OF IMPORTANT ACTS RULES & MANUAL RELATING TO DEVELOPMENT DEPARTMENT.

Name of Department.	Name of Act, Manual etc.
Agriculture.	Acts.
	1. The Cotton Ginning and Pressing Act (Act II of 1925)
	2. The Cotton Transport Act of 1923 (Act II of 1925)
	3. The Madras Cotton Control Act, 1932 (Act VII of 1932)
	4. The Madras Agricultural Pests and Diseases Act, 1919 (Act III of 1919) as subsequently amended
	5. The Madras Commrcial Crops Markets Act, (Act XX of 1933) together with rules
	6. The Agricultural Produce (Grading and Marking) Act; 1937 together with rules.
	Manual
	Agricultural Departmental Manual.
Cooperation:	Acts.
	The Madras Cooperative Societies Act, 1932. (Madras Act,NoVI of 1932)
	The Madras Land Mortgage Bank Act 1934 ~~(Act No.XXI~~ (pp.393-408 of Madras Cod. Vol.IV)
Companies:	Acts.
	The Indian Companies Act, 1913. (VII of 1913)
	The Societies Registration Act,1860. (Act No.XXI of 1860)
	The Indian Partinership Act, 1932. (Act IX of 1932)
Forests:	Acts.
	The Madras Forest Act, 1882.
	The Madras Forest Validation Act, 1882.
	The Madras Forest Amendment Act, 1919. (Act IX of 1932)
Industries:	Acts.
	1. The Rubber (Production and Marketing) Act 1947
	2. The Madras State Aid toIndustries Act, 1922 (Madras Act V of 1923)
	Manual.
	1. The Indian Coffee Board Manual.
	2. Administration Report of the Indian Tea Licensing Committee.
	3. Patent Office Manual.

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Fisheries:	Manual. The Madras Fisheries Manual. The Indian Fisheries Act, 1897, as amended by Madras Fisheries Amendment Act, 1919. ~~Acts.~~
Animal Husbandry.	Acts. The Madras Cattle diseases Act, 1866. The Glanders and Farcy Act, 1899 The Prevention of Cruelty to Animals Act, 1890 Manual. The Departmental Manual.
Rural Development.	1. The Madras Factories Manual 2. Harijan Uplift in Madras. Acts. 1. The Industrial Statistics Act, 1942 (Act No.XIX of 1942) 2. The Industrial Employment (Standing orders) Act 1946. (Act No.XXof 1946) 3. The minimum wages Act, 1948 (Act XI of 1948) 4. The Madras Shops and Establishments Act 1947 (Act No.XXXVI of 1947) 5. The Industrial Disputes Act, 1947(Act No.XIV of 1947) 6. The workmens ccompensation Act, 1923 7. Non Powers Factories Act.
Money Lending.	Acts. 1. The Madras Debtors' protection Act, 1934. 2. The Madras Debt Conciliation Act, 1936. 3. The Madras Agriculturists Relief Act, 1938. 4. The Madras Pawnbrokers Act, 1943.

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GK.

Development Department (J)

To A.S.

The visit of the Indian Administrative probationers to t his Department is over. The papers may be recorded for future reference.

50 copies of the outlines of Talks were received and they have been distributed as below.

J. Section.		
Services Sections (one copy each)	10	
All Assistant Secretaries.	6	
Deputy Secretary	1	
Secretary	1	
Public (Special)	1	
Collector of Chingleput by Registered Post	1	
Indian Administrative Service probationers	4	
H. Section.		
Secretariat Library		2
Development Library		22
		50

Please carry out orders above and then record as arranged.

G.O.Ms.No. 3547 Development dated 2-7-1948.

R e c o r d e d .

Sd/-xxxxxxx,
1-7-1948.

Abstract:
Officers - Indian Administrative Service Probationers - Visit to Provincial Head quarters - Outlines of talks relating to Development Department - Papers Recorded.

/True copy/

S. Jayaraman 11/5/54
Office Assistant,
Madras Record Office.

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11/5/54.